

## 40.1 Flood

Floods may occur from time to time, for example as a result of burst pipes, toilets or bathtubs overflowing, leaking taps or hoses. They can also occur after a heavy rain if water enters the building through an exterior leak or overflowing drains. Floods can be costly and inconvenient. They can also be dangerous if they cause water to come into contact with electrical circuitry, or if they result in mold damage to floors, walls or ceilings.

### **Flood prevention:**

Flood prevention can reduce the chances of costly insurance claims, inconvenience, and risks to health and safety. Some tips for preventing floods at home or in the office are:

- Fix any leaks immediately (taps, shower heads, toilets)
- Monitor appliance connections and hoses to ensure they are not leaking (dishwasher, washing machine)
- Turn off water supply if you are going to be away for an extended period of time
- Keep gutters and drains free of debris, so water can drain freely
- Install leak detectors, water sensors or automatic shut-off valves

### **Emergency supplies:**

Have supplies on hand that you may need in the event that the power is shut off due to flooding. See Policy #40: Power Outage for list of emergency supplies.

### **Emergency drills:**

A mock drill of the flood procedure will be conducted at least once a year, and documented on the Emergency Drills Record. See Policy #34: Emergency Preparedness.

### **Flood procedure:**

- (a) If you have a clear path to the water shut-off valve, turn off the water source if you can. Avoid contact with pooled water if there is any chance it may be contaminated or if it may be in contact with electrical circuitry.
- (b) Locate breaker unit and shut off the power if it is safe to do so, before touching any electrical appliances, computers etc. that may have been affected. If it is not safe to turn off the main power source, or if you are not sure how to do this, evacuate the premises, following the evacuation procedure. Then call the utility company and await further instructions.
- (c) Ensure the safety of everyone involved.
- (d) If a flood happens at the office, the Executive Director or designate will be responsible for deciding if the office should be closed.

- (d) If there is any damage to property, immediately contact the supervisor or the Spectrum emergency cell to report the flood, so that an insurance claim and clean-up plan can be initiated.